



The Mountaineers

Minutes of the Meeting of the Board of Directors May 3, 2012

Board Members Present

Officers

President – Gavin Woody
President- Elect – Dan Lauren
Secretary – John Ohlson
Treasurer – Steve McClure
VP Outdoor Centers – Tab Wilkins
VP Publishing – Lisa Berntsen

Directors at Large

Lorna Corrigan
Rich Draves
Kara Stone
Matt Sullivan
Tom Varga
Gene Yore

Branch Directors

Evy Dudey – Everett
Gerry Haugen – Foothills
Kirk Alm – Seattle
Jim Feltus – Tacoma
Mike Riley- Olympia

UW Board Fellow (nonvoting)

Jack Hogin

Board Members Absent

Mark Scheffer–At Large
Lee Fromson–At Large
Steven Glenn – Bellingham
Jimmy James – Kitsap

Executive Director

Martinique Grigg , present

Executive Publisher

Helen Cherullo, present

Director of Finance & Operations

Leann Arend, present

Director of Development and Communication

Mary Hsue, present

Guests Present

None

Call to Order

The meeting was called to order at 7:05 PM by The Mountaineers President Gavin Woody in the Seattle Program Center. All Officers were present. A quorum (majority of the Board) was present.

Approve Agenda

Evy Dudey requested Youth in Adult Program Policies to be moved from the Consent Agenda to New Business to permit discussion. It was moved by Lorna Corrigan and seconded to approve agenda with this change. The motion carried.

Approve Minutes of the March 2012, Meeting

It was moved by Kara Stone and seconded to approve the minutes of the March 3, 2012 meeting of the Board. The motion carried.

Mission Moment

Tab Wilson discussed the successful Intense Scrambling Course.

Approve Consent Agenda

It was moved by Gerry Haugen and seconded to approve the Consent Agenda to:

- Approve Gift Acceptance Policies and Procedures (attached).
- Approve Board Resource Development Committee Charter (attached).
- Approve Youth and Family Policies (attached).
- Approve University of Washington Board Fellow, Jack Hogin as nonvoting board member (attached as "Proposed Board Resolution").

Jack Hogin was introduced to the Board by Gavin Woody.

The motion carried.

Officer/Staff Reports

President Gavin Woody

In staying at Alpine Club of Canada back country ski huts, The Freedom of the Hills was present.

President-Elect Dan Lauren

Management Committee will meet on March 9. It has established a procedure for handling complaints.

Executive Director Martinique Grigg

See attached.

Secretary John Ohlson

The next meeting of the Board will be held at the Program Center on August 2, 2012 at a time to be announced, likely 5:00 PM.

Treasurer Steve McClure, Leann Arend

The budget process has begun. The proposed budget will be presented to the Board at the August 2 meeting. On July 19 a preliminary discussion by conference call will occur.

Vice President of Outdoor Centers Tab Wilkins

Had meeting with Properties. They want to be understood. A two year vision is in work to address return on investment, leadership engagement and a potential move to professional staff support.

Board Learning

Helen Cherullo introduced Doug Canfield, Director of Sales and Marketing at Mountaineers Books who spoke on "Publishing and the Digital Space"

Old Business

None

New Business

1. Mountaineers Tacoma Program Center Renovation. Tab Wilkins gave an overview of status. There will be a fundraising Open House held May 31 next door to the MTPC in the Slovenian Hall. With the support of the MTPC Committee, Tab made a motion to allow the use of up to \$45,000 in Tacoma Branch reserves for the specific purpose of increasing the contingency fund for the Mountaineers Tacoma Program Center (MTPC) and it is the desire of the Board that additional fundraising be continued and such funds be used first, before Tacoma Branch reserves, to enable issuance of a Certificate of Occupancy to include the second floor of the MTPC. Further, the Tacoma Branch reserves used as part of the contingency fund shall not be used beyond the amount necessary to obtain the Certificate of Occupancy to include the second floor. The motion was seconded and carried.

2. Youth Participation in Adult Program Policies. Although a motion had not been made to approve this, Lorna Corrigan moved to Tableconsideration of these policies until the Management Committee has the opportunity to consider certain concerns expressed with this document. A second occurred and the motion to Table carried.

Draft Strategic Plan Session

A discussion on the draft Plan focused on the following key questions:

- Do you think this plan sets a good strategic direction for our organization?
- What aspects do you like and which areas do you think are most important?
- What aspects do you still have questions/ comments on? Is there anything missing?
- Which areas do you think will require new initiatives to be successful?
- What types of new initiatives? What are our potential sources of funding for these initiatives?
- What will happen if we don't make investments in initiatives to support the strategic plan?

Good of the Order

Adjournment

The meeting was adjourned 9:30 PM.

Attachment List

- Gift Acceptance Policies and Procedures
- Board Resource Development Committee Charter
- Youth and Family Policies
- Executive Director Report
- Youth Participation in Adult Program Policies

Submitted by John E. Ohlson, Secretary, The Mountaineers.
Approved by the Board August 2, 2012

THE MOUNTAINEERS

GIFT ACCEPTANCE POLICIES AND GUIDELINES

The Mountaineers' ability to fulfill and enhance its mission is dependent on the generosity of donors. Gifts may be solicited and accepted from individuals, corporations, foundations, and federal, state, and local governments. Gifts may be accepted only for programs, services and purposes consistent with the mission of The Mountaineers.

The mission of The Mountaineers' is:

To enrich the community by helping people explore, conserve, learn about and enjoy the lands and waters of the Pacific Northwest and beyond.

The following policies and guidelines govern acceptance of gifts made to The Mountaineers or for the benefit of any of its programs.

I. Roles and Responsibilities

The Mountaineers' Development Committee is responsible for oversight of gifts made to The Mountaineers. The committee may screen and assist staff in making acceptance decisions and recommendations to the Board of Directors on gift acceptance issues, as necessary and appropriate, and ensuring that all tax acknowledgement and reporting obligations are fulfilled. The Development Committee must approve the acceptance of closely held securities, real property, bargain sales, charitable remainder or lead trusts or any gifts outside the gifts defined by this policy. Staff has the authority to accept all other gifts as defined by this policy but may consult with Development Committee as needed. Board of Directors must approve bargain sales and real property gifts.

II. Types of Gifts

The Mountaineers may accept the following types of gifts:

- Cash
- Securities
- Tangible Personal Property *in accordance with our guidelines*
- Bargain Sales
- Life Insurance Proceeds
- Charitable Remainder Trusts
- Charitable Lead Trusts
- Retirement Plan Beneficiary Designations
- Bequests
- Life Insurance Beneficiary Designations
- Real Property

At this time The Mountaineers is not accepting general partnership interests, unincorporated businesses, non-U.S. property.

The following criteria govern the acceptance of each gift form:

1. **Cash.** U.S. currency is acceptable in any form. Checks shall be made payable to The Mountaineers and shall be delivered to The Mountaineers administrative office in Seattle. Gifts made by credit card may be charged on MasterCard or Visa. Mountaineers staff can accept cash.

2. **Securities.** The Mountaineers may accept both publicly traded securities, defined as securities traded on a recognized national exchange in the United States (e.g., NYSE, NASDAQ, etc.) and closely held securities. Mountaineers staff can accept securities.

a) **Publicly Traded Securities.** Publicly traded securities may be transferred to an account maintained at one or more brokerage firms or delivered physically with the transferor's signature or stock power attached. As a general rule, all marketable securities shall be sold upon receipt unless otherwise directed by The Mountaineers's Board of Directors or its Investment Committee. In some cases, marketable securities may be restricted by applicable securities laws. In such cases, the Development Committee shall determine whether to accept the restricted securities.

b) **Closely Held Securities.** Closely held securities include not only debt and equity positions in non-publicly traded companies but also interests in limited partnerships and limited liability companies, or other ownership forms. Gifts of closely held securities can be accepted subject to the approval of the Development Committee or Investment Committee as necessary. Such gifts must be reviewed prior to acceptance to determine:

- What restrictions there may be on the security that could prevent The Mountaineers from ultimately converting these assets to cash;
- Whether the security is generally marketable or may become marketable in the foreseeable future;
- Whether the security will require any financial obligations to be assumed by The Mountaineers; and
- Whether the security will generate any undesirable tax consequences for The Mountaineers.

If potential problems arise on initial review of the security, the Development Committee may seek further review and recommendation by an outside professional, such as legal counsel, before making a final decision on acceptance of the gift. The Development Committee, subject to the advice of legal counsel as appropriate, shall make the final determination on the acceptance of closely held securities. Every effort will be made to sell closely held securities as quickly as possible.

The cost of reviewing closely held securities prior to acceptance by The Mountaineers shall generally be at the expense of The Mountaineers.

3. Tangible Personal Property. The Mountaineers may accept gifts of tangible personal property (gifts-in-kind), including, but not limited to: rare books, manuscripts, artifacts or items of value to the extent that they can be utilized by The Mountaineers in fulfilling its charitable mission. Gifts of tangible personal property shall be evaluated under the following criteria:

- Does the property fulfill the mission of The Mountaineers?
- Is the property marketable?
- Are there any undue restrictions on the use, display, or sale of the property?
- Are there any carrying costs for the property?

Gifts of Tangible Personal Property shall be made pursuant to a “Deed of Gift” which shall include the following: a complete description of the item(s) being donated; an estimate of value; a statement that the donor(s) makes an unconditional gift of the item(s), transfers legal and beneficial title, and all other rights associated with the item(s); the donor(s) signature; date; and the signature of The Mountaineers representative accepting the gift. Mountaineers staff can accept tangible personal property within the above guidelines but may consult with The Development Committee as needed.

4. Bargain Sales. The Mountaineers may enter into a bargain sale arrangement when the bargain sale furthers the mission and purposes of The Mountaineers. A bargain sale is a transaction in which a seller transfers property to The Mountaineers for a price that is less than the property’s fair market value, as determined by an independent appraisal, with the intention to donate the amount represented by the difference between the fair market value and the purchase price of the property. All bargain sales must be reviewed and approved by the Development Committee and Board of Directors. Bargain sale transaction shall be subject to the following conditions:

- The Mountaineers must obtain an independent appraisal (in addition to any appraisal that the donor may be required to obtain for tax purposes) to substantiate the value of the property.
- If The Mountaineers assumes debt with the property, or takes the property subject to debt, the total amount of the debt must be less than 60 percent of the appraised market value of the property.
- The Mountaineers must determine either that it will use the property, or that there is a market for sale of the property, allowing sale within 12 months of receipt.
- The Mountaineers must calculate the costs to safeguard, insure, operate and carry the property (including property tax, if applicable) during the anticipated holding period.

5. Life Insurance. Donors and supporters of The Mountaineers will be encouraged to name The Mountaineers as beneficiary or contingent beneficiary of their life insurance policies. Mountaineers staff may accept these gifts.

6. Charitable Remainder Trusts. The Mountaineers may accept designation as remainder beneficiary of a charitable remainder trust with the approval of the Development Committee. The Mountaineers will not accept an appointment as trustee of a charitable remainder trust.

7. Charitable Lead Trusts. The Mountaineers may accept a designation as income beneficiary of a charitable lead trust with the approval of the Development Committee. The Mountaineers will not accept an appointment as trustee of a charitable lead trust.

8. Retirement Plan Beneficiary Designations. Donors and supporters of The Mountaineers will be encouraged to name The Mountaineers as beneficiary of their retirement plans. Mountaineers staff may accept these gifts.

9. Bequests. Donors and supporters of The Mountaineers will be encouraged to make bequests to The Mountaineers under their wills and trusts. The provisions of these policies and guidelines shall apply to all bequests received by The Mountaineers for any of its programs or services.

10. Real Property. Gifts of real property may include developed property, undeveloped property, or gifts subject to a prior life interest. Prior to acceptance of real property, The Mountaineers shall require an initial environmental review (phase I) of the property by an independent and recognized environmental inspection firm to ensure that the property has no environmental damage. In the event that the initial inspection reveals a potential problem, The Mountaineers shall retain a qualified inspection firm to conduct an environmental audit. The cost of the environmental audit shall generally be an expense of the donor.

When appropriate, The Mountaineers will obtain a title binder prior to accepting the real property gift. The cost of the title binder shall generally be an expense of the donor.

Gifts of real property shall be transferred by means of a Statutory Warranty Deed, Special Warranty Deed, or Bargain and Sale Deed. The Mountaineers generally does not accept transfers by Quit Claim Deed.

Gifts of real property must be approved by the Board of Directors in consultation with The Mountaineers's legal counsel. Criteria for acceptance of real property shall include:

- Is the property useful for the purposes of The Mountaineers?
- Is the property marketable?
- Are there any restrictions, reservations, easements, or other limitations associated with the property?
- Are there carrying costs, which may include insurance, property taxes, mortgages, or notes, etc., associated with the property?
- What are the results of the environmental audit?
- What degree of the costs and risks associated with any mitigation or clean up identified in the environmental audit are appropriate for The Mountaineers to assume given the value of the property and/or other commitments made by the donor?

- Is the property the subject of litigation or other dispute?

11. Use of Legal Counsel

The Mountaineers shall seek the advice of legal counsel in matters relating to acceptance of gifts, when appropriate. Review by counsel is recommended for:

- Closely held stock transfers that are subject to restrictions or buy-sell agreements.
- Gifts of S corporation stock.
- Documents naming The Mountaineers as a trustee.
- Gifts involving contracts, such as bargain sales or other documents requiring The Mountaineers to assume an obligation.
- Transactions with potential conflict of interest, e.g., a gift of encumbered property by a director, trustee or officer.
- Gifts of real property, particularly those which reveal any potential environmental liabilities.
- Other instances in which use of counsel is deemed appropriate by the Development Committee

12. Independent Advice for Donors

The Mountaineers urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences. The Mountaineers may not act as a personal consultant or tax advisor to any donor. It is the responsibility of the donor to obtain, and bear the costs of, independent legal counsel. The Mountaineers will comply with the *Model Standards of Practice for the Charitable Gift Planner* promulgated by the National Committee on Planned Giving (NCPG), shown as an appendix to this document.

13. Restrictions on Gifts

The Mountaineers will accept unrestricted gifts, gifts for specific programs and purposes, and gifts for endowment provided that such gifts are deemed to be consistent with its stated mission, purposes and priorities. The Mountaineers will not accept gifts that are too restrictive in purpose. Gifts that are too restrictive are those that violate the terms of the corporate charter, gifts that are too difficult to administer, or gifts that are for purposes outside the mission of The Mountaineers. All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Development Committee.

14. Tax Law Compliance

1. Gift Acknowledgments

a) The Executive Director or his/ her designee shall be responsible for acknowledging all gifts made to The Mountaineers.

b) The Mountaineers shall provide written acknowledgements to all donors, regardless of amount. Such acknowledgements shall (a) state the amount of cash received or, in the case of gifts of property, describe (but not value) the property; and, for gifts other than “quid pro quo” gifts, shall state: “You received no goods or services in connection with your gift.”

c) In the case of “quid pro quo” gifts, i.e., gifts in which the donor receives something of value in exchange for the gift, The Mountaineers shall provide written acknowledgement for all gifts of more than \$75. Such acknowledgements shall (a) state the amount of cash received or, in the case of gifts of property, describe (but not value) the property; (b) describe the goods and/or services provided to the donor, along with a good faith estimate of their value; and (c) state that only the excess over such value is deductible by the donor as a charitable contribution. E.g.: “Thank you for your gift of \$200. You received a dinner with a value of \$50. \$150 of your gift may be deducted as a charitable contribution, subject to applicable limits.”

2. Appraisals. For a gift of property for which a donor claims a charitable contribution deduction of more than \$5000, the donor must obtain a qualified appraisal, as defined in Treasury Regulations. The cost of any such appraisal shall be borne by the donor. The appraisal must be obtained no earlier than 60 days before the date of contribution of the appraised property and no later than the due date, including extensions, of the tax return on which the donor first claims the deduction.

3. IRS Tax Form 8283: Donor Reporting. A donor who claims a deduction for non-cash property of more than \$500 must file a Form 8283 with the tax return on which the donor claims the deduction for the property. While it is the donor’s responsibility to file the form, the form requires a signature on behalf of The Mountaineers to acknowledge receipt of the property. The form does not require The Mountaineers to include a certification as to the value of the property. This form must be signed by The Mountaineers’ Executive Director or Board President

4. IRS Tax Form 8282: Reporting Sales of Gift Assets. The Executive Director or his/ her designee are responsible for filing IRS Form 8282 upon the sale or disposition of any asset sold within three years of receipt by The Mountaineers when the value of the item claimed on Form 8283 exceeds \$5,000. The Mountaineers must file this form within 125 days of the date of sale or disposition of the asset.

15. Changes to Gift Acceptance Policies

These policies and guidelines have been reviewed and accepted by the Board of Directors for final approval and adoption.

Approved on the _____ day of _____, 20__.

Executive Director
The Mountaineers



BOARD RESOURCE DEVELOPMENT COMMITTEE CHARTER

1. PURPOSE

- a) The primary function of the Development Committee is to assist the Board of Directors in fulfilling its oversight responsibility for policies and strategies designed to garner external resources to advance The Mountaineers mission.
- b) The Development Committee (the “Committee”) is a committee of the Board of Directors (the “Board”) and acts as a liaison between the Board and the Development Department (“Development”). The Committee provides guidance and counsel on fundraising plans by reviewing, discussing, evaluating, and assisting to implement proposed development strategies.
- c) The work of the Committee is strictly advisory in nature and in no way supersedes, replaces or interferes with the work of the paid, professional development staff.

2. MEMBERSHIP

- a) The Committee Chair is appointed by the Board President. Working with the Development Director, The Chair recruits Committee members from the Board and maintains the discretion to recruit members who are not current Board members. The Board President and Executive Director are ex-officio members.
- b) Committee member term is two years without term limits. Committee Chair’s term is two years until the next chair is appointed by the Board.

3. STAFF

- a) The Director of Development leads and assists and involves other staff as appropriate.

4. MEETINGS

- a) The Committee meets as necessary to execute its duties and at the request of the Board, Executive Director and Executive Publisher.
- b) Meeting agenda will be prepared and provided in advance to Committee members along with any appropriate briefing materials.

5. RESPONSIBILITIES

FUNDRAISING SUPPORT, LEADERSHIP PRIORITIES AND CAPACITIES

- a) Provide support to the Development Director at all times.
- b) Participate in planning, organizing, hosting and/or sponsoring fundraising activities.
- c) Ensure that The Mountaineers nurtures long term relationships with donors
 - Participate in donor acknowledgement and recognition.



BOARD RESOURCE DEVELOPMENT COMMITTEE CHARTER

- d) Be an ambassador for The Mountaineers and its fundraising efforts.
- Play a strong role in identifying, cultivating, and approaching major donors.
 - Passionately share The Mountaineers story, impact and importance of private support.
 - Help open the door to new prospects.
 - Help engage prospects by inviting them to become involved.

OVERSIGHT

- e) To develop and review policies relating to the development of long-term financial resources for The Mountaineers, including capital campaigns, fundraising for annual unrestricted giving support, gift acceptance, donor acknowledgment and recognition, grant submittal, corporate sponsorship, restricted fund giving, planned giving, or special events.
- f) Advise and support the finance committee with respect to review and development of the annual fundraising goals and budget established by management and Development.
- g) Assist the Development Director in monitoring Development's performance of its fundraising plan, as established by the Development and the Executive Director and approved by the Board;
- Evaluate objectives to determine if Development is "on track"
 - Introduce modification and adjustments
 - Identify needed resources - frontline fundraisers, back office staff and systems – and advise the Board and Executive Director of such needs.

NOTE:

In addition to the above, the Development Committee will assist with the following:

- Work closely with Branches and Outdoor Centers to identify funding opportunities and potential projects to fund,
- Coordinate grant writing as necessary,
- Help brainstorm and create fundraising and development opportunities,
- Serve as a resource to Mountaineers members or groups desiring to raise or obtain funds for a program or project by helping to locate funding sources, provide grant writing education and assistance, and facilitate the application process, and
- Any other tasks that the Board of Directors, Executive Director, Executive Publisher, Development Director and/or the development committee itself feels is best served by the skills, passions, and expertise of this committee.

Youth & Family Policies

Policy Statement

It is the policy of The Mountaineers to run youth programs where appropriate and reasonable safeguards are taken to protect the safety and welfare of youth participants.

Definitions

1. "Youth" refers to any individual under the age of 18
2. "Youth Leader" refers to any adult age 18 and over who volunteers or is paid to work directly with Youth on a regular basis in a supervisory or leadership role.
3. "Adult Helper" refers to any adult age 18 and over who participates in an identified Youth or Family program without their own children.
4. "Internal Youth Program" refers to Youth programs organized solely by the Mountaineers, wherein Youth are registered individually for the program.
5. "External Youth Program" refers to Youth programs offered to groups of Youth in partnerships with non-Mountaineer programs or organizations, such as school groups, scout troops, clubs, etc.
6. "Family Program" refers to programs offered to Mountaineers Members in which parents and children participate together, and Youth are directly supervised by a parent, guardian or another adult designated by their parents or guardian.
7. "Public Program" refers to programs offered to the general public, in which any Youth participants are directly supervised by a responsible adult, and the Mountaineers is not responsible for the supervision of Youths, for example OutdoorsFest.
8. "Youth Participants in Adult Programs" refers to any Youth aged 14 to 17 participating in a program designed for participants over 18, and is dealt with in its own policy document.

Application

General Youth Policies

1. All Youth participants in Mountaineers activities must have on file a signed Individual Acknowledgement of Risk and Waiver of Liability current within one calendar year.
2. All Youth participating in Mountaineers activities without the presence of their own parent or guardian must have a signed "Mountaineers Health and Emergency Permission" form.
3. Youth may not bring the following items to any Mountaineers program under any circumstances: drugs, alcohol, tobacco, fireworks, and weapons. The Mountaineers are not responsible for lost, stolen or broken items. Youth may risk dismissal from program and/or have items confiscated for violation of this policy.
4. Youth are expected to wear appropriate attire during Mountaineers programs. Questions about appropriate attire should be directed to the Youth Leader.

5. In the absence of a parent, guardian, or an adult designated by parent/guardian, a lifeguard with current Lifeguarding, CPR and First Aid certifications from a nationally recognized certifying organization must be present at all Youth and Family Programs that take place in water greater than 3' deep. Boating activities must follow all state and local boating laws, and all participants (adults and Youth) must wear properly fitted personal floatation devices at all times. All participants under the age of 18 in swimming programs must be swim tested by a lifeguard before participating in swimming activities.
6. All participants in Youth and Family Programs must be free from contagious illness.

General Youth Leader & Adult Helper Policies

1. All Youth Leaders and Adult Helpers working closely with youth must complete a disclosure form and give authorization for background checks.
2. All Youth Leaders will complete a Mountaineers Leading Youth and Families training program as a qualification for being a Youth Leader. Youth Leaders existing prior to the adoption of this document will have one calendar year to complete this training.
3. Youth Leaders are, by state law, mandated reporters when another volunteer is suspected or alleged to have caused abuse or neglect to a Youth under the age of 18.
4. Youth Leaders are to determine if any adult volunteers are to be designated as Adult Helpers and will advise them of their responsibilities as such.
5. Youth Leaders and Adult Helpers shall not abuse Youths including:
 - a. Physical abuse – strike, spank, shake, slap;
 - b. Verbal abuse – humiliate, degrade, threaten;
 - c. Sexual abuse – inappropriate touch or verbal exchange
 - d. Mental abuse – shaming, cruelty;
 - e. Neglect – withholding food, water, basic care, etc.

Any type of abuse will not be tolerated and may be cause for immediate termination of membership. Secret organizations, hazing and corporal punishment are prohibited and may not be included as part of any Mountaineer activity.

6. Youth Leaders and Adult Helpers are to respond to Youths with respect and consideration and treat all Youths equally regardless of sex, race, religion or culture.
7. Youth Leaders and Adult Helpers will respect Youths' rights not to be touched in ways that make them feel uncomfortable, and their right to say no. Youths are not to be touched in areas of their bodies that would be covered by a bathing suit. Emergency situations may qualify as exceptions.
8. Youth Leaders and Adult Helpers must wear appropriate attire while working with Youth.
9. Using, possessing, or being under the influence of alcohol or illegal drugs while working with Youth is prohibited.
10. Smoking or use of tobacco in the presence of Youths or parents during Youth and Family Program hours is prohibited.

11. All volunteers in Youth and Family Programs must be free of psychological or physical conditions (e.g., tuberculosis) that might adversely affect the Youth participants' physical or mental health. If in doubt, Mountaineers staff should consult a doctor or appropriate expert.
12. All volunteers in Youth Programs will make every reasonable effort to:
 - a. Portray a positive role model for Youth by maintaining an attitude of respect, patience, courtesy, tact and maturity.
 - b. Refrain from profanity, inappropriate jokes or sharing intimate details of one's personal life in the presence of Youth or parents
 - c. At no time during a Mountaineers program be alone with a single Youth (other than their own children) where they cannot be observed by others.
 - d. Avoid inappropriate displays of affection in the presence of youths, parents and staff.
 - e. Ensure youth are appropriately supervised.
13. Youth Leaders and Adult Helpers may not be alone with Youth they initially meet at Mountaineers Programs outside of The Mountaineers. This includes babysitting, sleepovers, and inviting Youth to your home. Any exceptions require a written explanation before the fact and are subject to administrative approval.
14. Youth Leaders and Adult Helpers may not date program participants under the age of 18.

Internal Youth Programs

1. Mountaineers Health and Emergency Permission forms will be kept on file at the Program Center for all participating Youth Members, participating children of Members, and participating registered guests. These must be current within two years of the dates of the Youth's participation.
2. Youth participating in drop-off programs where Mountaineers staff and volunteers are directly responsible for the Youth participants must be signed in by Mountaineers hosts and signed out by a person listed on the Youth's membership as an authorized pick-up. Under no circumstance should Youth be released to anyone other than the authorized parent, guardian or other adult authorized by the parent or guardian in writing.
3. When camping, no Youth is permitted to sleep in the sleeping area of an adult other than his or her own parent or guardian unless a parent or guardian has signed a waiver ahead of time allowing this for an overnight trip. Separate accommodations must be made for male and female Youth with their gender, with the exception of family members.
4. Restroom Supervision outside of Mountaineers facilities: Youth Leader or Adult Helper should make every reasonable effort to send Youths in pairs to the bathroom with a parent, Youth Leader or Adult Helper. In restrooms with multiple stalls, Youth Leaders and Adult Helpers should make every effort to make sure suspicious individuals do not occupy the restroom before allowing Youths to use the facilities and monitor the doorway while the Youths are using the restroom. This policy allows privacy for the Youths and protection for the Youth leaders and Adult Helpers.
5. In drop-off programs, when possible Youth Leaders and Adult Helpers should conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, etc.

When this is not possible, Youth Leaders and Adult Helpers should be positioned so that they are visible to others.

External Youth Programs

1. Groups must provide a Certificate of Liability Insurance from their insurance carrier stating that the group will be covered during the dates of The Mountaineers program.
2. Group leaders must sign a Group Use of Facilities and Equipment Agreement prior to the date of the program.
3. Groups should prepare to have at least one vehicle on site for emergency transportation. The Mountaineers cannot take responsibility for transporting participants. In the event of an injury or emergency, participants will need to be transported off-site by an ambulance to a medical facility if a group does not come with transportation.
4. All participants must have signed Mountaineers Health and Emergency Permission forms or suitable substitute including a permission to treat signature on site for the duration of the program. These forms are retained by the group leader. The Mountaineers will not collect these forms.

Responsibilities

1. Executive Director and human resources is responsible for administering, collecting and keeping forms and dealing with identified problems.
2. Education Director is responsible for providing updated training materials.
3. Division, branch or staff sponsor of activities are responsible for administering this policy and identifying and reporting problems.



The Mountaineers **April Executive Update**

From: Martinique Grigg, Executive Director

To: Mountaineers Board of Directors

Membership data- will now be presented during the treasurer's report as part of our KPI Dashboard. See board packet.

You can find all supporting documents in our board documents folder at this link. You'll need to sign in. If the menu bar is blocking your sign in hit the refresh button or sign in first before clicking the link (no this isn't a ploy to show you how much we need new, user friendly technology, but it is a nice example)

<http://www.mountaineers.org//source/communities/documentArchive.cfm?section=communities&CmtId=33&ParID=829>

Mountaineers Top 4 priorities- (not in order of importance)

- **Strategic Plan-** We have created a draft strategic plan based on your input from the board retreat and input from our various constituents. We will be discussing the draft at our May 3rd board meeting. *If you'd like to see an early version sign on to our board documents folder but keep in mind it will likely vary from the version distributed in your board packet on April 27th.* If you have comments or questions please send them to Gavin and I.
We are in the second phase of our strategic planning. We will spend the next few months returning to our various constituents to gather input on the draft plan. To date, we've had second round sessions with our staff, strategic planning committee, key advisory council members, outdoor centers and a few branches. The draft has been very well received with most agreeing that the ingredients are there and comments on word choice, formatting or suggested back up documents. You'll be receiving a final version of the draft in your packet with key discussion questions for May. We are aiming for a final plan to be approved at the August board meeting. The final plan will have several accompanying documents including an operational plan and funding plan.
- **Technology Planning-** We've completed phase 1 of our planning with Groundwire. The Engagement Strategy. Several board members, volunteers and staff were involved in process. We mapped our theory of change, audiences, created personas and an engagement pyramid for modeling how we bring people into, and up through, the Mountaineers. This work has been a nice compliment to our strategic planning process. Most importantly the final presentation provided priorities for our technology planning. *You can see the final presentation by signing onto the board documents page.* We kicked off the second phase- Technical Discovery- 2 weeks ago and anticipate completion in 4-6 weeks. We are continuing to fine tune proposals from our other 2 vendors to ensure a continued competitive process.
- **Mountaineers Tacoma Program Center-** Renovation of the Tacoma Program Center is progressing smoothly. At <http://tacomaprogramcenter.blogspot.com/> you can see Geoff Lawrence's excellent blog of the progress. Beams are up, floor installed. We are on target for an end of July completion with no delays. *If you'd like to see a full progress report sign onto the board documents section.* We've had a few unanticipated change orders but with the committed funds raised we've maintained an 11% contingency. In the last few weeks we had to decide whether to use part of the contingency to start the second floor. Geoff worked with myself, the finance committee, executive committee and TPC board advisory committee and received approval to do the first phase of the second floor- rough in for \$32k. You will notice that the Tacoma Program Center and Seattle Program Center are called out in our strategic plan under the Gathering Places strategies- creating community centers for the outdoor community to gather and interact. Successfully completing and launching this center will be a major achievement for The Mountaineers.

- **Fundraising-** I'm pleased to report that we are on budget year to date for fundraising, but we still have some aggressive goals for year end. On that note, you will be contacted shortly for your board contribution. We are aiming for 100% board participation at any level \$1 to \$100,000. The Mountaineers Foundation approved \$30k which we will receive shortly. We also won a National Forest Foundation grant for \$7,500 which requires matching funds, we've raised \$6,000 of the match. We completed the match on our capacity building grant and just launched our spring mass mailing appeal. MTPC continues to fundraise; we have generated \$60k in pledges and contribution and will be focused on this effort in the next several months. Finally, Meany organized and executed a great auction to raise funds for capital improvements. They did this with very little staff support and we are proud of their volunteer efforts. Finally, we've kicked off our foundation program and to date have submitted several grants for both youth and conservation programs.

Other Updates

- **Budget-** We have kicked off the budget planning process early this year based on feedback from branch treasurers. Leann sent out initial guidance to the branches last week. In general we are forecasting weak membership and lodge revenue growth, moderate course fee growth, strong fundraising growth with small increases in expenses. Guidance was approved by the finance committee. We have a treasurers summit scheduled and will be offering templates for branches to work from. *If you'd like to see the materials that went out sign into the board documents page.*
- **Staffing-** Chris Pyper has moved from his role as accounting assistant to Development Associate under Mary Hsue, filling the position left vacant by Emily Noel and we are in the final stages of hiring a part time youth education coordinator thanks to the funding provided by the REI grant.
- **Membership-** Total membership numbers were down this month for the first time in a year. Family and individuals were both down, Everett and Kitsap saw the steepest declines. In response we launched a renewal promotion to lapsed members and guests. The campaign began a week ago. I will report results in my next update.

It's been a busy few months at the Mountaineers. Please let me know if you have any questions.

Youth Participating in Adult Program Policies

Policy Statement

It is the policy of the Mountaineers to allow youth to participate in adult programs as long as satisfied the below requirement are met and participants, guardians and leaders are aware of the inherent risks for youth participating in programs designed for adults.

Definitions

1. "Youth" refers to any individual under the age of 18
2. "Leader" in this document refers to any adult age 18 and over who volunteers or is paid to work directly with Youth on a regular basis in programs that primarily serve adults.
3. "Youth Participants in Adult Programs" refers to any Youth aged 14 to 17, participating in a program designed for participants over 18.

Application

General Youth Policies

1. All Youth participants in Mountaineers activities must have on file a signed Individual Acknowledgement of Risk and Waiver of Liability current within one calendar year.
2. All Youth participating in Mountaineers activities without the presence of their own parent or guardian must have a signed "Mountaineers Health and Emergency Permission" form on site during the activity.
3. Youth may not bring the following items to any Mountaineers program under any circumstances: drugs, alcohol, tobacco, fireworks, and weapons. The Mountaineers are not responsible for lost, stolen or broken items. Youth may risk dismissal from program and/or have items confiscated for violation of this policy.
4. Youth are expected to wear appropriate attire during Mountaineers programs. Questions about appropriate attire should be directed to the Youth Leader.

General Leader Policies for Youth in Adult Programs

1. All Leaders who will be working closely with youth must pass a criminal background check.
2. All Leaders who will be working closely with youth will complete a Mountaineers Leading Youth and Families training program as a qualification for being a Leader. Leaders of programs including Youth participants will require additional training for special considerations involved.
3. Leaders are, by state law, mandated reporters when another volunteer is suspected or alleged to have caused abuse or neglect to a Youth under the age of 18. All Leaders must read the Washington State document "Protecting the Abused & Neglected Child: A Guide for Recognizing & Reporting Child Abuse & Neglect" annually.

<http://www.dshs.wa.gov/pdf/publications/22-163.pdf>

4. Leaders shall ensure that Youth are appropriately supervised.

5. Leaders shall not abuse Youths including:

- a. Physical abuse – strike, spank, shake, slap;
- b. Verbal abuse – humiliate, degrade, threaten;
- c. Sexual abuse – inappropriate touch or verbal exchange
- d. Mental abuse – shaming, withholding love, cruelty;
- e. Neglect – withholding food, water, basic care, etc.

Any type of abuse will not be tolerated and may be cause for immediate termination of membership. Secret organizations, hazing and corporal punishment are prohibited and may not be included as part of any Mountaineer activity.

6. Leaders respond to Youths with respect and consideration and treat all Youths equally regardless or sex, race, religion or culture.

7. Leaders will respect Youths' rights not to be touched in ways that make them feel uncomfortable, and their right to say no. Youths are not to be touched in areas of their bodies that would be covered by a bathing suit.

8. Leaders must wear appropriate attire while working with Youth.

9. Leaders will refrain from inappropriate displays of affection towards others in the presence of Youths, parents and staff.

10. Using, possessing, or being under the influence of alcohol or illegal drugs while working with Youth is prohibited.

11. Smoking or use of tobacco in the presence of Youths is prohibited.

12. Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of Youth or parents are prohibited.

13. Leaders may not be alone with Youth they initially meet at Mountaineers Programs outside of The Mountaineers. This includes babysitting, sleepovers, and inviting Youth to your home. Any exceptions require a written explanation before the fact and are subject to administrative approval.

14. All volunteers in Adult Programs with Youth participants must be free of psychological or physical conditions (e.g., tuberculosis) that might adversely affect the Youth participants' physical or mental health. If in doubt, Mountaineers staff should consult a doctor or appropriate expert.

15. All volunteers in Adult Programs with Youth participants will portray a positive role model for Youth by maintaining an attitude of respect, patience, courtesy, tact and maturity.

16. Leaders may not date program participants under the age of 18.

Youth Participants in Adult Programs

1. Youth participants in Adult Programs should be a minimum of age 14.

2. Program Leaders can choose to not allow youth in their programs

3. Youth must receive permission from the Leader to participate in Adult Programs and must sign a special permission form.

4. Youth guardians under age 18 must sign a special permission form for participation.
5. Youth participant, youth guardian, adult participants and other volunteers will be informed of the inherent risks of participating in programs with Youth participants.
6. The Leader is responsible for insuring that Youth Participants in Adult Programs are not in the presence of inebriated participants.
7. Mountaineers Health and Emergency Permission forms will be kept on file at the Program Center for all participating Youth Members, participating children of Members and participating registered guests. These must be current within two years of the dates of the Youth's participation. As referenced above, a copy of this form is to be held on-site during a Program.
8. Any transportation occurring during an Adult Program with Youth participants must utilize vehicles that are adequately insured and maintained and operated in a safe and responsible manner.
9. At no time during a Mountaineers program may any adult be alone with a single Youth (other than their own) where they cannot be observed by others.
10. When camping, no Youth is permitted to sleep in the sleeping area of an adult other than his or her own parent or guardian unless a parent or guardian has signed a waiver ahead of time allowing this for an overnight trip. Separate accommodations must be made for male and female Youth with their gender, with the exception of family members.
11. Restroom Supervision: the Leader is responsible for ensuring safety in restrooms.
12. In the absence of a parent, guardian, or an adult designated by parent/guardian, a lifeguard with current Lifeguarding, CPR and First Aid certifications from a nationally recognized certifying organization must be present at Adult Programs when Youth are participating in activities that take place in water greater than 3' deep. Boating activities must follow all state and local boating laws, and all participants (adults and Youth) must wear properly fitted personal floatation devices at all times. All participants under the age of 18 in swimming programs must be swim tested by a lifeguard before participating in swimming activities.

Responsibilities

1. Executive Director and human resources is responsible for administering background checks and collecting and keeping forms and dealing with identified problems.
2. Education Director is responsible for providing updated training materials.
3. Division, branch or staff sponsor of activities are responsible for administering this policy and identifying and reporting problems.